

# **King County District Court**

## **District Court Compliance Clerk**

### **JOB DESCRIPTION & ANNOUNCEMENT**

**SALARY RANGE 39:** From \$35,716.07 to \$45,326.70, DOQ, 40 Hour Work Week

**OPEN:** September 22, 2006 **CLOSING DATE:** October 6, 2006

#### **DEFINITION:**

This is a clerical position, located at the Yesler Building, providing computer monitoring of defendants through the JIS system. The Sentence Compliance Program Staff work under the direction of the Call Center Court Manager in conjunction with the Director of Probation. Union membership is required within 30 days of employment, unless the employee exercises his or her rights pursuant to RCW 41.56.

#### **DISTINGUISHING CHARACTERISTICS OF WORK:**

The employee occupying the position of Compliance Clerk is required to operate a variety of case management systems.

This is a public service position requiring effective interaction with the public. The person occupying the position of Compliance Clerk is required to work effectively with King County District Court staff. This position requires knowledge of customer service skills, legal terminology, court documents and procedures in addition to general clerical competence. The person occupying the position of Compliance Clerk is required to: review court documents; monitor tracking of defendants in the JIS system; update the JIS system through information received; review information to verify compliance; and provide the court with information on non-compliance. A Compliance Clerk is required to perform other clerical duties as required and perform special projects and assignments as developed and required by supervisor(s).

#### **KNOWLEDGE AND ABILITIES:**

Possess excellent customer service skills. Ability to maintain poise and composure under pressure.

Ability to effectively work in a culturally diverse environment.

Ability to work independently, and as a member of a team, to organize and maintain an effective and efficient system for monitoring compliance.

Ability to effectively communicate a wide variety of information both orally and in writing.

Ability to accurately and completely enter, update, retrieve, prepare and process court related documents using the court computer system (JIS).

Thorough knowledge of office practices and procedures.

Ability to establish and maintain effective working relations with staff, other court employees, treatment agency personnel and the public.

Perform special projects and assignments as developed and required by supervisor(s).

#### **MINIMUM QUALIFICATIONS:**

A High School Diploma/GED and two years clerical experience.

Ability to operate Microsoft Windows based computers and software, type 40 wpm and operate multi-line telephone.

Successfully pass the pre-employment keyboarding examination.

#### **SUPERVISION AND REPORTING RESPONSIBILITIES:**

King County District Compliance Clerks are hired by the Call Center Court manager and the Director of probation. They are directly supervised by the Call Center Manager. Although the District Compliance Clerk has an immediate supervisor, the clerk is accountable to all Court Managers and Judges.

#### **APPLICATION PROCESS:**

If you are interested in working as a King County District Compliance Clerk, please submit a cover letter, resume, [District Court Job Application Form](#), and three (3) professional references to Stephanie McCutcheon, Program Manager, King County District Court, W-1034, King County Courthouse, 516 Third Avenue, Seattle, WA 98104 or by e-mail to: [Stephanie.McCutcheon@metrokc.gov](mailto:Stephanie.McCutcheon@metrokc.gov) by the deadline. Postmarks are NOT ACCEPTED.

Updated: September 21, 2006